

REQUEST FOR PROPOSALS

Project: Two (2) Side-by-Side ATVs
Date: September 29, 2021

1. INVITATION

Beaver Emergency Services Commission invites proposals for Two (2) Side-by-Side ATVs capable of providing grass and brush firefighting services.

2. BACKGROUND INFORMATION

Beaver Emergency Services was established in 2010 through Order in Council pursuant to the Province of Alberta Municipal Government Act titled, Beaver Emergency Services Commission Regulations, Alberta Regulation 58/2010.

Beaver Emergency Services Commission was established to provide residents with effective emergency services in an efficient and cost-effective manner through a regional approach.

Beaver County is located east of Strathcona County and is bordered by Camrose County and Flagstaff County in the south, Wainwright County in the east and Minburn County and Lamont County to the north. The county comprises 354,419 hectares and is bisected by Highway 14. There are six volunteer Fire Departments in the main centres in the County being, the Towns of Tofield and Viking, the Villages of Ryley and Holden and the hamlets of Bruce and Kinsella. The Beaver Emergency Services Commission office is located in Viking.

Beaver Emergency Services Board consists of seven (7) elected councillors representing the five divisions in the County and communities. The Chair is elected yearly amongst the seven Councillors. Administration of the Commission is under the direction of the Regional Emergency Services Manager who reports to Board.

The core business of Beaver Emergency Services Commission is providing fire protection, major emergency management and medical first response services to the 9,832 residents of Beaver County, towns of Tofield and Viking, villages of Holden and Ryley and hamlets of Bruce and Kinsella. These services are accomplished through:

- Ensuring staff and volunteers are trained to the level necessary to provide emergency services to the residents of the member municipalities
- Provide adequate apparatus and equipment for the use of personnel delivering emergency services to the residents of the region
- Ensure emergency services are delivered in a professional manner

Including the District Fire Chiefs of the six volunteer fire departments there is a total of 115 volunteer fire fighters

The following provides information/requirements on purpose, intent, and timelines for the Proposal.

3. PURPOSE AND INTENT

The purpose of this Request for Proposal is to evaluate the following:

- Suitability of Vehicles
- Value for price/cost of the Vehicles
- Warranty and service follow up

The intent is to fulfill the Commission Board of Director’s policy for purchase including service and warranty by providing proposal information and a recommendation to the Board of Directors. Upon review by the Board of Directors, the Commission will enter into further discussions, concluding with a formal purchase agreement.

4. SCOPE OF THE REQUEST FOR PROPOSAL

Commission Requirements: **SEE SPEC SHEET**

The Commission requires:

Commission Provisions:

To facilitate the process the Commission Administration staff will provide the following:

- Access to Tofield, Ryley, Holden, Bruce, Viking and Kinsella Halls and vehicles and access to Beaver Emergency Services office

Appointment Timeline:

Following is the general timeline for the Commission:

RFP issued	September 29, 2021
Firm proposal submission deadline	October 29, 2021 @ 4:30PM MDT
Recommendation to Board of Directors	November 10, 2021

5. SUBMISSION OF PROPOSAL

In submitting a proposal, the proponent acknowledges and accepts all of the terms, conditions and other details as listed or otherwise shown in the RFP document and the proponent agrees to abide by and conduct the work under such terms, conditions and details in this document.

All proposals shall be prepared by and at the expense of the respective proponent.

Proposals shall be submitted under seal and shall be signed by an authorized representative of the proponent.

Two copies of the proposal shall be submitted. All shipping materials are to clearly identify the proponent and their contents. Proposals will be received at the address below before the stipulated closing date and time.

It is the Proponent's sole responsibility to see that its Proposal is received on time. Late submissions will be returned unopened.

Location for submission of proposals: E-mailed submissions in PDF format will be acceptable.

Submission must be addressed to:

Attention Allan Weiss
Beaver Emergency Services Commission
Box 449 4924 – 53 Ave
Viking, Alberta T0B 4N0

OR emailed to info@besc.ca The subject line should read RFP ATVs

6. CLOSING DATE AND TIME FOR RECEIPT OF PROPOSAL

Proposals must be received at the above address or by email **on or before**
October 29th at 4:30 p.m.

Proposals may be withdrawn or changed at any time prior to the closing date and time at the proponent's discretion. Withdrawal notification shall be provided (facsimile or e-mail acceptable).

7. ENQUIRIES AND CLARIFICATIONS

All enquiries relating to, specifications, RFP procedures and general information regarding the project shall be directed to:

Allan Weiss
Beaver Emergency Services Commission
Telephone: (780) 336-3041 Fax: (780) 336-3047
Email info@besc.ca Subject line should read RFP ATVs

Verbal answers are not binding unless confirmed by written addenda issued by the Commission and which are specifically referenced and identified in the RFP.

A reply which alters the RFP shall be made in the form of an addendum a copy of which shall in the Commission's discretion be forwarded by hand, by mail or by fax to all proponents.

No verbal agreement or conversation made or had at any time with any officer, employee, agent or consultant of the owner, nor any oral representation by any such officer, employee, agent or consultant, shall add to, detract from, affect or modify the terms of the tender document or the contract, or be relied upon in any way whatsoever, unless specifically incorporated in a written addendum issued by the Commission.

8. PROPOSAL REQUIREMENTS

The proposal must include your organization’s qualifications to provide required professional services. Specific areas that should be included:

- Current Business License
- GST#.

Commission may contact references as part of the proposal evaluation process.

The proposal must include assurance that the engagement will be adequately planned, properly supervised and appropriately reviewed.

The proposal shall include a cost for each deliverable and an overall cost for this assignment (including estimated travel and disbursements). Program costs should include a fee structure and cost estimates for the one year appointment.

Significant increases in cost require notification to the Beaver Emergency Services Commission management for presentation to the Board of Directors.

A change control process will be in place to ensure that both Commission and the selected firm approve any modifications, changes, or deliverables added/deleted to the audit requirements. All requests for changes or enhancements should be communicated in writing to Commission complete with changes to timelines of the installation and cost. The Commission must provide written approval before any changes are implemented.

9. EVALUATION AND SELECTION

All Proposals received in response to this RFP will be evaluated by the Commission, as soon as practicable after the closing date and time. A selection recommendation will be presented to the Board of Directors at the November 10, 2021 Board meeting. The Commission’s intent is to enter a Contract with the firm that best meets the needs of the Commission based on the information provided in the proposal and meeting the terms and conditions of this RFP.

The proponent who has the best overall proposal will be selected to enter into negotiations leading to an Agreement with the Commission for the performance of the services. If negotiations prove unsuccessful, the next highest rated proponent would be deemed to be the preferred proponent and negotiations would be commenced with it.

10. AGREEMENT

The successful proponent will be required to enter into a formal agreement with the Commission to provide the services described in this terms of reference and the successful proponent’s proposal.

11. REMUNERATION

The successful proponent shall provide an invoice and listing of the activities, level of involvement and deliverables completed for payment. The Commission's representative will review the application for payment in the context of percentage of completion of the project and will authorize payment. Such payment will be made to the successful proponent within thirty (30) days of such authorization.

All travel and accommodation costs and other disbursement items are to be included in the original proposal.

12. ACCEPTANCE OR REJECTION OF PROPOSALS

Proposal shall be irrevocable, valid and remain open for acceptance for a period of 45 days from the closing date and time.

The Commission reserves the right to reject any and all proposals or cancel this RFP at any time and for any reason without any obligation or any reimbursement compensating any proponent.

The Commission further reserves the right to reject or accept any proposal whether or not completed properly and whether or not it contains all required information. Without prejudice to this right, the Commission may request clarification where in the sole opinion of the Commission the proponent's intent is unclear.

If, in the sole opinion of the Commission, the price provided by a proponent is unreasonably low (i.e., the services could not reasonably be completed for the proposal price), the Commission reserve the right to disqualify the submission without discussion with the proponent.

The Commission further reserves the right to negotiate changes to a preferred proponent's proposal and any Agreement entered into with a preferred proponent.

13. GOODS & SERVICES TAX

The Commission will pay all applicable Goods and Services taxes. These taxes are not to be included in charge out rates, disbursement, etc., but shown as a separate charge.

14. INSURANCE & INDEMNITY

The successful proponent shall provide certified copies of Professional Liability Insurance

The successful proponent shall indemnify and save harmless the Commission from and against all losses and all claims, demands, payments, suits, actions, recoveries, and judgments of every nature and description brought or recovered against him and/or the Commission, by reason of any act or omission or alleged act or omission of the said successful proponent, its agents, employees, or subcontractors in the execution of the services.

15. CONFLICT OF INTEREST

At no time during the proposal stage, evaluation stage, after award, or during the performance of the services shall a Commission employee or member be in any way connected with the proponent. Proponents shall include with their initial proposal, and at any subsequent time when requested to do so by the Commission, full details of any employee, person, firm or corporation that could be considered in a conflict of interest.

16. COST OF PREPARATION OF A PROPOSAL

Proponents shall be solely responsible for their own expenses in preparation and submission of a proposal and in subsequent negotiations or clarifications, if any, with the Commission.

17. FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT

Firms are advised that parts or all of their proposals may be subject to the provisions of Alberta's Freedom of Information and Protection of Privacy Act. Firms who wish to ensure particular parts of their proposal are protected from disclosure under this Act must specifically identify any information or records provided with their proposal that:

- Constitute trade secrets;
- Are supplied in confidence; and
- The release of which could significantly harm their competitive position.

Information that does not meet all three of the foregoing categories may be subject to disclosure to third parties.

18. LAW

This RFP, the proponent's submitted proposal and any resultant award shall be governed by and construed in accordance with the laws of the Province of Alberta, Canada, which shall be deemed the proper law hereof.

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